DISTRICT OF COLUMBIA PUBLIC SCHOOLS

Office of Family and Public Engagement

DRAFT

November 2011

Parent Resource Centers RFP

Scoring Rubric

Version 01
Submitted by: Office of Family and Public Engagement
November 7, 2011 Group A

OVERVIEW

Proposals submitted through the Request for Proposals (RFP) for Parent Resource Centers (PRC) will be reviewed and approved through a fair, equitable, and transparent process.

The review committee makes final recommendations to the Chancellor on whether a proposal will be approved and is made up of no more than 14 DCPS central office staff, parents and community members. The review committee will be divided into small groups and will include a minimum of one central office staff, one parent and one community member in each review group. Each review group will review applications and provide a recommendation on whether DCPS should approve the application to serve as a partnering organization in the PRC or if DCPS should not approve the application. Strengths and weaknesses of the application will be documented and presented to the Office of Family and Public Engagement.

Reviewer's Name: _____

A. **APPLICATION COMPLETION**
Candidate has included a completed proposal, resume and references as required in the original posting.

☐YES   ☐NO

If NO, what is missing?

_____

_____

B. **PROGRAM INFORMATION**
After reviewing the proposal and discussing with your review group, determine the ranking that is mostly suited for the proposal submission. It is recommended that notes be tracked here as well to further explain your score. (Write clearly so it is easy to read; typing is preferred)

	No Evidence (1)	Some Evidence (2)	Substantial Evidence (3)
Program shows evidence of operating similar programming at the scale and scope of services proposed for a minimum of 2-3 years			
Outlines program outcomes aligned to a minimum of one of the following program areas : (Check each box applicant has proposed and provide evidence for each reflected in proposal) ☐ Child Development Education ☐ At-Home Learning			

□ Advocacy Training □ Parent Leadership □ Personal/Life Development □ Other Family Support Services			
Implementation model describes strategies for integrating teachers and school leaders as part of the philosophy, strategy, and proposed services to be offered			
Implementation model describes in detail strategies for engaging parents and community consistently in feedback sessions that inform PRC operations and best practices			
Activities appear to correspond with the needs and wants of the proposed PRC location			
Implementation model includes effective publicity strategies			

STRENGTHS AND WEAKNESSES:

C. DATA AND ACCOUNTABILITY

	No evidence (1)	Some evidence (2)	Substantial Evidence (3)
Evaluation is reflective of proposed program goals			
Collects data for program evaluation in a meaningful way			
Uses data for program improvement			
Fiscal capacity exists to implement program successfully			

STRENGTHS AND WEAKNESSES:

D. ADMINISTRATIVE

	No evidence (1)	Some evidence (2)	Substantial Evidence (3)
Adequately insured for the duration of the relationship with DCPS			
Staffing practices and job descriptions			

are aligned with job expectations			
Proposed partner organization shows evidence of having staff with requisite experience and reflects population to be served. If none hired, proposed partner can speak to the qualifications of the candidate that reflect the above <u>including language</u>.			

STRENGTHS AND WEAKNESSES:

FINAL RECOMMENDATION

Based on the review of the proposal and the subsequent score associated with this rubric, the following is my recommendation:

☐   Approved

☐   Not Approved

In this space, the reviewer should provide a summary statement of the review group's findings, the applications strengths and weaknesses and any necessary clarifications.

_____

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List Group Members:

1. _____   Parent☐DCPS☐ Community ☐

2. _____   Parent☐DCPS☐ Community ☐

3. _____   Parent☐DCPS☐ Community ☐

4. _____   Parent☐DCPS☐ Community ☐